



# **Receiving Process Defense Property Accountability System (DPAS) Warehousing Application**

United States Marine Corps  
Individual Issue and Unit Issue Facility  
(IIF and UIF)

Implementation Training Course

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# Purpose

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- Allows the receipt/acceptance of equipment
- Create Due-In documents (Receipt not from Due)
- Receipt for existing documents generated through other processes. (i.e., Warehouse Transfer, etc.)

# Situation

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You are the Facility Clerk at the IIF. A shipment of equipment has arrived from another IIF not in your region, and you have been directed to receive and accept the equipment.



# Receiving Process

User Id: LWARD Warehouse: NCR IIF Open Warehouse Actions (59)

MyDPAS Catalog Mgmt **Materiel Mgmt** AIT Mgmt Customer Mgmt Warehouse Mgmt Master Data Mgmt Inquiry

Message of the Day  
DUE IN  
MATERIEL RELEASE ORDER  
MATERIEL MOVEMENT  
BACKORDER  
UNIT ISSUES  
INVENTORY  
QUALITY CONTROL  
TRANSPORTATION  
UNIT RETURN DT

Receiving  
Materiel Release Order  
Disposition  
Warehouse Transfer  
Materiel Movement  
Transportation  
Quality Control  
Individual  
Unit  
Inventory Update  
Replenishment  
Physical Inventory  
Project Mgmt  
Set Kit Outfit  
Allocation Mgmt

1

Instructions  
Search Criteria  
Document Nbr i Stock Nbr  
i Item Desc Document Type  
Document Status  
Search Reset

2

3

Documents + Add Grid Options

Work Order	Status	Document Nbr	Stock Nbr	Item Desc	From Warehouse	Document Type	Reportable Commodity Type	Ordered Qty	Received Qty	Verified Qty	Accepted Qty	Discrepant Qty	Cancelled Qty	Due In
Edit		M8638443175001	1095011943343	M9 HOLSTER		TE - Transfer From External	ICCE	10	0	0	0	0	0	10
Edit		M8638443175000	1095011943343	M9 HOLSTER		TE - Transfer From External	ICCE	10	10	10	10	0	0	0
Edit		M8638443165002	1095011943343	M9 HOLSTER		TE - Transfer From External	ICCE	20	20	20	20	0	0	0
Edit		M8638443155001	1095011943343	M9 HOLSTER		TE - Transfer From External	ICCE	5	0	0	0	0	0	5
Edit		M8638443165000	010311ET-LLCAMK	LL CAM KIT		TE - Transfer From External	NAVY	1	1	1	1	0	0	0
Edit		M8638443032000	1095011943343	M9 HOLSTER	NCR DC	TF - Warehouse Transfer	ICCE	1	1	1	1	0	0	0
Edit		M8638443030002	8485016734328	3 SEASON SLEEP SYSTEM REG		PO - Purchase Order	STAP	5	5	5	5	0	0	0
Edit		M8638443022000	8415010333820	GLOVE SET, CHEMICAL PROTECTIVE XL	NCR DC	TF - Warehouse Transfer	CBRN D	8	0	0	0	0	0	8
Edit		M8638443012000	4240003779401	WATERPROOFING BAG	NCR DC	TF - Warehouse Transfer	CBRN D	2	2	2	2	0	0	0
Edit		M8638442982002	1095011943343	M9 HOLSTER	NCR DC	TF - Warehouse Transfer	ICCE	10	10	10	10	0	0	0

1 2 3 4 5 6 7 10 items per page 1 - 10 of 85 items

**1. Navigate to Materiel Mgmt > Receiving:**

2. To create a document, click **+ Add**

3. To receive an existing document, click **Edit** (Proceed to slide 6)

# Receiving Process

Add Documents

Instructions

\* I Want To...  
Create Due In

\* Document Type  
TE - Transfer From External

\* Document Sub Type  
TE - Transfer From External

Scan 1348  
1348

Add Documents

Instructions

\* Stock Nbr  
3740015464354

Document Nbr

\* Ordered Qty  
1

Est Dlvry Dt

\* Owning DoDAAC  
M67750

Add / Edit Remarks

Item Desc  
BED NET SET POP-UP ENH, COYOTE

SE - Set

Reqd Dlvry Dt

Document Ref Nbr

Back

Finish

1. On the Add Documents page, click the  the **\*I Want To...** field.

❖ There are 4 types of receiving documents that can be selected: Create Due In, Receive/Accept, Manage Discrepancies, and Miscellaneous Add. The selection is dynamic in determining the selections from follow-on fields and forms. Asterisks (\*) are mandatory fields that must be filled in order to move forward. For the purpose of this training we will select Create Due In.

2. Click 

3. Enter the stock number and quantity, click 

# Receiving Process

The screenshot illustrates the 'Receiving Process' in a software application. It is divided into two main sections: a 'Documents' table and an 'Update Documents' dialog.

**Documents Table:**

Work Order	Status	Document Nbr	Stock Nbr	Item Desc	From Warehouse	Document Type	Reportable Commodity Type	Ordered Qty	Received Qty	Verified Qty
		M9836443185002	3740015464354	BED NET SET POP-UP ENH. COYOTE		TE - Transfer From External	STAP	1	0	0

Below the table, there is a 'Details' section for the selected document (3740015464354):



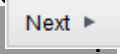
Stock Nbr	3740015464354	Document Transaction Status	PENDING	Last Updated By	LWARD	Cond Cd		Transaction Qty	1
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**Update Documents Dialog:**

The dialog has a title bar 'Update Documents' and a close button. It contains an 'Instructions' section with a dropdown menu labeled '\* I Want To...'. The dropdown menu is open, showing the following options:

- Edit Document Information
- Receive / Accept
- Manage Discrepancies
- Cancel Document
- Manage Attachments

At the bottom right of the dialog is a 'Next' button.

1. Click the expansion arrow to display the details, then/or click  to continue, the Update Document page displays.
2. Click the  select the appropriate \*I Want To... (Receive/Accept) (This field is dynamic, and the values depend on the "Document Type.")
3. Click 

# Receiving Process

Location Browse					
Grid Options					
Select	Location Id	Location Desc	Location Type Cd	Facility Nbr	Parent Location Id
Select	3169STAGEIN	Intransit - 3169STAGEIN	1 - Receiving, 8 - Intransit	3169	
Select	3169STAGEOUT	INTRNSIT - 3169STAGEOUT	2 - Issue, 8 - Intransit	3169	
Select	A01A	Indiv Issue - A01A	9 - Indiv Issue	3169	
Select	A01B	Indiv Issue - A01B	9 - Indiv Issue	3169	
Select	A01C	Indiv Issue - A01C	9 - Indiv Issue	3169	
Select	A02D	Stock - A02D	3 - Stock	3169	
Select	A03A	Indiv Issue - A03A	9 - Indiv Issue	3169	
Select	A03B	Indiv Issue - A03B	9 - Indiv Issue	3169	
Select	A03C	Indiv Issue - A03C	9 - Indiv Issue	3169	
Select	A03D	Stock - A03D	3 - Stock	3169	
10 items per page					

Update Documents

Instructions

\* # Stock Nbr

3740015464354

Document Nbr

M9836443185002

\* Ordered Qty

1

Est Dlrvy Dt

\* Owning DoDAAC

M67750

Add / Edit Remarks

Item Desc

BED NET SET POP-UP ENH, COYOTE

Suffix Cd

All

UI

SE - Set

Reqd Dlrvy Dt

Document Ref Nbr

1

Next

Update Documents

Instructions

\* Received By

LWARD

\* Received Qty

1

\* # Location Id

A01A

Previously Received Qty

0

\* Received Dt

11/14/2014 8:57 PM

Suffix Cd

Due In Qty

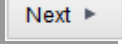

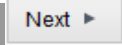
1

2

Back

Finish

Next

1. The Stock Nbr information displays, click .
2. Enter the location or click  to select a location from the Location Browse window.
3. Click .

# Receiving Process

**Update Documents**

Instructions

\* **Stock Nbr**  
3740015464354

\* **ICN**  
B00000000000000010902

\* **Cond Cd**  
A - Svcb1(w/o Qual)

\* **Verified Qty**  
1

\* **Verified By**  
LWARD

**Add to Grid**

**Qty to Verify**  
1

**Suffix Cd**  
Optional

\* **Container Id**  
Optional

\* **Verified Dt**  
11/14/2014 9:28 PM

**Verified Items**

	Stock Nbr	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	Cond Cd	Container Id	Suffix Cd	Verified By	Verified Dt	Qty	Send to QC	Status
<b>Remove</b>	3740015464354						A			LWARD	11/14/2014 9:28 PM	1	<input type="checkbox"/>	VERIFIED

1 - 1 of 1 Items

Print Labels When Finished ☐

**Back** **Finish** **Next**

**Update Documents**

Instructions

\* **Accepted By**  
LWARD

\* **Accepted Dt**  
11/14/2014 9:33 PM

**Items to Accept**

**Accept All**

**Undo**

	Stock Nbr	Serial Nbr	Mfr CAGE	Mfr Lot Nbr	Mfr Contract	Mfr Dt	Cond Cd	Container Id	Suffix Cd	Verified Dt	Accepted Qty	Status
	3740015464354						A			11/14/2014 9:28 PM	1	ACCEPTED

1 - 1 of 1 Items

**Back** **Finish**

1. Click **Add to Grid** , verify document.

2. Click **Next**

3. Click **Accept All**

4. Click **Finish** This step adds the accepted quantity to the inventory.





Questions?